



**DEVELOPMENTAL DISABILITIES PLANNING COUNCIL
EXECUTIVE STANDING COMMITTEE**

DRAFT MINUTES

January 13, 2011

1:00 P.M. – 1:30 P.M.

Developmental Disabilities Planning Council

1740 West Adams, Suite 201

Phoenix, Arizona 85007

A standing committee meeting of the Developmental Disabilities Planning Council (DDPC) was convened on January 13, 2011, at the DDPC office, 1740 West Adams, Suite 201, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present	
Will Humble, Chair Susie Cannata, Telephone	Leslie Cohen, Telephone Karla Phillips, Telephone

Staff/Guests Present	Members Absent
Larry Clausen, Executive Director Marcella Crane, DDPC Lani St. Cyr, DDPC	Ed Myers

A. Call to Order

Chairman Will Humble welcomed everyone to the Developmental Disabilities Planning Council (DDPC or Council) Executive Standing Committee meeting. The meeting was called to order at 1:04 P.M.

B. Approval of Meeting Minutes

The minutes from the November 8, 2010 Executive Committee meeting were reviewed.

- Motion to approve the minutes as written was made by Leslie Cohen.
- Motion seconded by Karla Phillips.
- Motion carried and minutes were approved.

C. Review of Grant Standing Committee Recommendations

Larry Clausen, Executive Director, provided information on a project entitled "Study: Collection of Data on Local Education Agency Actions regarding the *Arizona Task Force on Best Practices in Special Education and Behavior Management*." The Grants Standing Committee during their meeting on November 3, 2010, approved the project and recommended that the Council consider it for approval. However due to preparation issues the project was not presented during the December 10, 2010 Council meeting, and was brought forward for consideration by the Executive Committee. The project focuses on Positive Behavioral Instructional Supports (PBIS) as an alternative to restraint and seclusion approaches used by some public schools in managing challenging or disruptive behaviors. Following the recommendations made by the *Arizona Task Force on Best Practices in Special Education*

and Behavioral Management, all school districts were mandated to decide by July 2010 on whether they would adopt, modify or reject the recommendations made by the Task Force. The approval process required documentation as formal school action; however data has not been collected or analyzed to determine trends by geographic location, school district size or other criteria. The DDPC study as presented would focus on compiling data that can be reviewed and utilized for future planning in introducing PBIS practices to interested school districts. The information will also be utilized by consumers in learning more about school districts that do or do not use PBIS.

- A motion was made by Susie Cannata to approve the proposal with the following changes: (1) All references to “compliance” be stricken from the proposal; (2) language be inserted clarifying that research conducted will consist of random and valid samples from schools (public/charter) representing varied school sizes and geographical locations, instead of polling all public and charter schools in Arizona; (3) the proposal be submitted as a Request for Quote and comply with all State Procurement requirements, including the \$50,000 expenditure limit.
- The motion was seconded by Leslie Cohen.
- The motion carried and was approved.

D. Oral Health Care Update

At the Executive Committee meeting held on November 8, 2010, approval was granted to Council staff to proceed in soliciting Requests for Quotes (RFQ) from contracted state vendors capable of updating the 2006 publication “Providing Oral Health Care for Adults with Developmental Disabilities.” The amount approved for the project was \$41,200. Larry Clausen, Executive Director, reported that only one vendor responded to the RFQ at a proposed cost of \$51,200. The amount quoted exceeds the limit established in the RFQ process by \$1,000. After discussion, the following action occurred:

- A motion was made by Karla Phillips to approve the project with a revised total cost of \$49,999, to ensure that the Council adheres to State Procurement Rules. The Executive Director is instructed to contact the interested vendor to determine if the submitted quote is negotiable to accommodate the cap established by State Procurement Rules.
- The motion was seconded by Susie Cannata.
- The motion carried and was approved.

E. Call to the Public

No public members present.

F. Adjournment

The Executive Committee meeting was adjourned by Will Humble, Chair at 1:30 P.M.

Dated the 13th of January, 2011
Developmental Disabilities Planning Council